

**BY ORDER OF THE COMMANDER  
94TH AIRLIFT WING**

**94TH AIRLIFT WING INSTRUCTION 21-203**

**8 APRIL 2014**

**Maintenance**

**HANGAR DOOR OPERATION**



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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance* and AFI21-101\_AFRC\_SUP\_I, *Aircraft and Equipment Maintenance Management*. The purpose of this instruction is to establish procedures for training and use of hangar doors by personnel assigned to the 94th Airlift Wing in accordance with AFI 91-203, *Air Force Consolidated Occupational Safety Instruction* and AFI21-101\_AFRC\_SUP\_I, *Aircraft and Equipment Maintenance Management*. This instruction is applicable to all personnel, government and contractors, working in hangars used for aircraft maintenance and storage. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gessaf61a/afirms/afirms/>. The use of the name or mark of any specific manufacturer, commercial product, commodity or service in this publication does not imply endorsement by the Air Force.

**SUMMARY OF CHANGES**

This publication supersedes 94 AWI 91-201 and must be reviewed in its entirety.

**1. General.** Aircraft hangar doors can be extremely dangerous if operated by unqualified personnel. In addition, personnel in the vicinity of hangar doors can be injured or killed if not aware of proper hangar door practices and procedures.

**2. Responsibilities.** Supervisors will ensure only properly trained and qualified personnel operate hangar doors.

**3. Operation of Hangar Doors.** Only qualified personnel, approved by the squadron commander or designated representative, shall be authorized to operate hangar doors. Operators shall be thoroughly familiar with operating instructions and precautions necessary for safe operation. Written operating procedures outlining all safety precautions to operate the doors are posted next to the operating controls on the hangar doors.

**4. Safeguards.** The following safety items must be thoroughly understood and accomplished by personnel authorized to operate hangar doors.

4.1. Prior to door movement, the operator will:

4.1.1. Check inside and outside of doors as well as door pockets for personnel or equipment. Ensure there are no personnel or equipment in the 5 feet minimum clear zone outlined by yellow or yellow and black line marking, interior and exterior.

4.1.2. Ensure all personnel doors are latched closed and locked (if equipped) prior to operating the hangar door.

4.1.3. Warn all nearby personnel of hangar door movement.

4.2. The operator will ensure that personnel, vehicles and equipment are not moved through the doorway when the door is in motion. (Exception: Emergency response personnel, vehicles and equipment when responding to an emergency.)

4.3. Doors will be operated only after the operator ascertains that it is safe to do so. The operator will ensure that the door-warning signal is working properly. **NOTE:** Warning devices will sound for a minimum of five seconds before door begins to move.

4.4. The operator will immediately stop the procedure whenever improper door operation or any unsafe condition is observed or suspected. Unsafe or improper door operation and/or illegible safety markings must be immediately reported to your supervisor, safety representative or facility manager.

4.5. Under normal conditions, powered hangar or shelter doors shall be opened at least 10 feet. For special operations, such as during extreme weather conditions, the door may be opened less than 10 feet only if the door control switch is locked off or out until the door can be opened to 10 feet or more, or be closed. Each door may be opened independently but the door must be opened to the minimum safe distance of 10 feet which is marked on the floor with a red line. This is the safe opening distance to prevent injury or death to personnel in the event of an abnormal event.

4.6. No one will be permitted to pass between hangar doors when they are opened less than 10 feet. Failure to comply could result in injury or death.

4.7. The tail door and horizontal doors will be in their fully opened position while aircraft are towed into or out of a hangar. Hangar doors will be opened to allow at least 10 foot

wingtip clearance on either side. If hangar construction does not permit such clearance, the doors shall be opened to the maximum limit.

4.8. All roll-up doors will be opened to their full open position before motor vehicles or personnel enter or exit through them. Roll-up doors may be partially opened for ventilation as long as there is a barricade to ensure personnel or vehicles do not pass through the opening.

## **5. Training.**

5.1. Supervisors will ensure all personnel, within their control, are properly trained prior to working around or operating hangar doors. There are two types of hangar door training: Hangar Door Awareness training and Hangar Door Operator training.

5.2. Hangar Door Awareness training. Workers who routinely work in hangars or require access through hangar doors shall receive Hangar Door Awareness training, both an initial training program and annual refresher course. Courses shall include, at a minimum, door hazards, emergency procedures (including manual door operation) and safe operation. Refresher training will be conducted annually covering door hazards, emergency procedures and safe operation. Hangar Door Awareness Training will be conducted as follows:

5.2.1. For 94 Maintenance Group (MXG) personnel, Hangar Door Awareness training will be conducted annually using the approved plan located on the MXG public Training server. The work center supervisor or authorized trainer(s) shall conduct the Hangar Door Awareness training.

5.2.2. For all personnel other than 94 MXG, Hangar Door Awareness training will be conducted annually using the approved plan maintained by the Facility manager. Units will document the annual training.

5.3. Hangar Door Operator training. Hangar Door Operator training is one-time training required for all personnel who operate electric and manual hangar doors and is specific training related to each individual type of hangar door. Training will be documented for each type of hangar door. As a minimum, qualification training will include hangar door hazards, operation, and emergency procedures. Hangar Door Operator training will be conducted as follows:

5.3.1. For 94 MXG personnel, Operator training is hands-on training taught only by personnel listed on the Hangar Door trainer letter. Hangar door trainers will be trained by 94 MXG Quality Assurance (QA) and listed on the letter that will be signed by the 94 MXG/CC or equivalent. Hangar door trainers will use the approved training materials provided by 94 MXG QA for each type of hangar door.

5.3.2. For all personnel other than 94 MXG, Operator training is hands-on training taught only by personnel trained by 94 MXG QA. Personnel trained by 94 MXG QA will be listed on a letter maintained by 94 MXG QA. Hangar door trainers will use the approved training materials provided by 94 MXG QA for each type of hangar door. Units will document the Operator training.

5.4. Facility managers will maintain the Hangar Door Operator training plan for the specific type(s) of doors installed as well as the Hangar Door Awareness training plan. The training plans will be managed and developed by 94 MXG QA office. Facility managers will

coordinate with 94 MXG QA if the plans require revision due to hangar door changes. The plans will be reviewed annually by 94 MXG QA and distributed to the facility managers via a folder on the public server where the hangar door training plans are stored. Trainers will use the approved training plans to ensure personnel are adequately trained.

5.5. Documentation of hangar door training for Maintenance Group personnel will be tracked in the G081 system using the following course codes:

- 5.5.1. Hangar Door Awareness – SAFE 1101
- 5.5.2. Hangar Door Operator Bldg 838 – DBNS 0838
- 5.5.3. Hangar Door Operator Bldg 731 – DBNS 0731
- 5.5.4. Hangar Door Operator Bldg 746/747 – DBNS 0746
- 5.5.5. Hangar Door Operator Bldg 904 – DBNS 0904
- 5.5.6. Hangar Door Operator Hangar 5 – DBNS 0005

5.6. Squadron commanders (or designated representative) outside the Maintenance Group will forward a letter to the 94 MXG/CC, via the 94 MXG QA office, listing trained door operators for each type of hangar door.

## **6. Base Civil Engineering (BCE) Requirements.**

6.1. CE will be responsible for the installation and repair of signage and safety markings IAW AFI 21-101, AFRC Sup I and AFI 91-203.

6.2. CE will be responsible for the repair and maintenance of hangar doors including electrical, mechanical, and all warning devices.

BRETT J. CLARK, Colonel, USAFR  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

**AFI 21-101\_AFRC\_SUP\_I**, *Aircraft and Equipment Maintenance Management*, 13 July 2011

**AFI 91-203**, *Air Force Consolidated Occupational Safety Instruction*, 15 June 2012

**AFMAN 33-363**, *Management of Records*, 1 March 2008

**AFPD 21-1**, *Air and Space Maintenance*, 25 February 2003

***Adopted Forms***

**AF Form 847**, *Recommendation for Change of Publication*, 22 September 2009

***Abbreviations and Acronyms***

**94 AWI**—94th Airlift Wing Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFRIMS**—Air Force Records Information Management System

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule